

The next scheduled meeting of the Franklin County Library board is Monday, April 10th at 10:00 am in the Lavonia libraries' meeting room. The proposed agenda is:

Call to order
Approve minutes of last meeting (Jan 9, 2006)
Public comment
Adopt agenda
Financial report: Director
Director's report
Local reports: Lavonia and Royston
Old business
 Budget/funding
 Splost funding
 Mitchell-Allen Foundation
New Business
 Constitution change
 Nomination of officers (Chairman, Vice Chairman, and Secretary)
Other Business
Adjourn

In accordance with the notification requirements of our constitution, we propose to vote on the following change at the April 10 meeting. It is imperative that you make every effort to be there so we have a quorum.

Change:

Terms of office shall be for three years and no member may be appointed to serve more than three consecutive terms without the lapse of one year with the starting and ending dates corresponding to the state's fiscal year. Terms shall be staggered so that only one third of the members expire in one year.

Members may be elected to a term of one or two years if adjustment is needed to meet the requirement of only one third of the members expiring in one year.

Minutes of the Franklin County Library Board **Regular quarterly meeting of January, 9th 2006**

*approved
4-10-06*

In attendance; Ms. Ashworth, Ms. Cochran, Ms. Gothard, and Mr. Mathis. . Ms. Ames and Ms. Atwood represented the regional system and Ms. Chitwood and Ms. LeCroy represented the branch libraries.

10:10 Meeting called to order with a quorum not met. The proposed agenda was approved with the addition of a new board member to replace Ms. Buffington as an item for new business. Minutes of 10/24/05 approved.

Financial report: The budget year is at the halfway point. The County, which is at their fiscal year end, has stated that they will fund at the same level as the past year. Ms. Ames will check with them to make certain that the fiscal year gap will not cause a lapse in payments. The Board of Education has stated that they will pay their portion as a single payment. Fines and fees collection has been very good, and the reserve account is in good shape, but as is usual for this time of year, funding is short of expenditure.

Director's report: To an increasing extent the bookmobile service is being phased out due to lack of funding. Homebound service will remain and candidates for the service should be encouraged to apply. Board members are encouraged to attend this year's legislative day. Increasing the materials budget is a primary focus when talking to our representatives. State funding for the summer reading

program has been cut and we will need to ask the Friends groups to help support them. Some grant money may be available for materials but about \$425 will be needed for programs at each library. Ms. Ames had an architect look at the libraries in terms of repair and expansion. The Carnegie library is in need of \$39k worth of architectural work in addition to the cost of bringing it up to current code. The Royston branch has enough room to add on to. Ms. Ames estimates that an addition will cost about \$200 per square foot. The State repair grant has a cap of 2 million, which may be increased, possibly to 3.

Ms. Atwood presented the brochure, which the Friends had funded. Copies had gone out with grades and portfolios of Franklin county students in order to promote the libraries. Visitation numbers were up at both libraries over that of last year at this time

Ms. LeCroy and Ms. Chitwood reported that they had been awarded a Grassroots grant to have Wendy Bennett appear. The reader's advisory committee helped with topical book placement at Christmas and will help with an African American display. Ms. LeCroy used the donations for Gov. Vandiver to purchase about \$3000 worth of books on CD, with a plaque and display. Ms. Atwood stated that books with an African American theme had been donated and would be distributed to the libraries. Ms. Chitwood mentioned that there had been problems with a roof leak and sticking thermostats in Royston.

Old Business: A budget meeting was held in November to look at uses for the SPLOST funds. Architectural groundwork for future SPLOST and grant funded repair and expansion projects were discussed. Royston needs roof work, new setback thermostats, new flooring and possibly some cosmetic upgrades. Lavonia could use a rework of it's children's area. Ms. Ames will ask an interior design consultant to look at both branches' children's areas, with the thought that with tables, shelves and possible substructure improvement in Lavonia the cost may be \$15K per library

New Business: The Michell Allen Foundation has asked Mr. Mathis to submit a request for items that the libraries need for possible grant funding. Ms. Chitwood requested books on CD, a TV/VCR cart, and a new sign. Ms. LeCroy said she could expand the books on CD collection in Lavonia. Ms. Ames Suggested applying the Grant funds to the children's area improvement projects. Mr. Mathis will put together a letter stating the request before the end of January. Mr. Mathis has recommended Ms. Vivian Young to replace Ms. Buffington as one of the representatives of the County Commission. He feels that she will be a strong advocate for the libraries. There are several Board terms coming to an end simultaneously in the near future. Recruitment of new members and possibly a change in the Board's by-laws, to increase term lengths will be necessary to stagger the end of terms. We will need a quorum to make these changes, as well as to resolve to initiate the projects discussed earlier. Board members should consider nominations for the positions of Chairman and Vice-chairman.

11:20 meeting adjourned

Pam

The next meeting of the Franklin County Library Board is scheduled for 10:00 am Monday July 17th in the McConnel room of the Royston library. The proposed agenda is:

Call to order
Introduction of new members
Approve minutes of last meeting (April 10, 2006)
Public comment
Adopt agenda
Financial report: Director
Director's report
Local reports: Royston and Lavonia
Old business
 Election of officers nominated in April
 Splost funding
 Lavonia has a balance of \$24,802.
 Royston has a balance of \$25,810 committed to new carpet and improving children's section.
New business
 Search for a county representative to replace Ruth Parten.
 Appointment of a new representative to the Athens Regional Board.
Other business
Adjourn

approved
7-17-06

Minutes of the Franklin County Library Board

Regular quarterly meeting of April 10th 2006

In attendance: Ms. Cochran, Ms. Gothard, Mr. Mathis, Ms. Shoemaker, Mr. Slaton, and Ms. Young. Ms. Ames and Ms. Atwood represented the regional system and Ms. Chitwood and Ms. LeCroy represented the branch libraries.

10:06 The meeting was called to order. The minutes of 1/9/06 were accepted and the proposed agenda adopted.

Financial report: Fines and fees are ahead of schedule at both branches. No money has been received from the city of Canon, and it appears that Lavonia has not included the planned increase, so those amounts may be removed from the working budget. E-rate has reimbursed \$378 and the gift and reserve accounts are in very good standing.

Directors report: Ms. Ames thanked the board for their support with their legislators in getting the "Buck for Books" initiative passed. State wide 2 million dollars will be distributed in grants on a per county and per capita basis. A grant of \$604 in the vitally needed materials line has been made available. Ms. Atwood mentioned that the PLA conference that they had attended on the reader's advisory topic provided ideas for displays and ways to connect ideas and activities with patrons.

Branch reports: Ms. LeCroy will put the Lavonia materials money toward storytime puppets and books. The summer reading program theme is "Once upon a time". The Lavonia friends donated \$500 toward programming for the reading program and \$1000 toward classic books. Ms. Chitwood reported that the managers had attended a Spanish class in Watkinsville. Royston will have a book sale at the end of April. Ms. Chitwood will speak to the 2nd through 4th graders at RES and the younger children will visit the library to promote the summer reading program. Ms. Shoemaker pointed out that on Saturdays the staff at the Royston branch was having to stay late. Ms. Ames stated that it may be necessary to budget money for extra hours or people on Saturdays. Ms. Chitwood recommended a second staff person for Saturday, which Mr. Mathis pointed out was probably good policy. Royston has two people at most times, while Lavonia is often staffed by a single person.

Old Business: Ms. Ames spoke of the importance of including money for a 10% staff salary increase and a hike in the cost of health insurance for the next fiscal year. The budget line for computer software and subscriptions to computer services will increase and is desirable to benefit patrons. Mr. Mathis spoke of the trend in N. Ga to transfer financial responsibility from Boards of Ed. To county commissions. The group agreed to prepare for that eventuality but not incite a conflict. It is important to impress upon both boards the importance of the libraries and try to bring about the necessary increase

of funding. Royston received a quote of \$17,000 to upgrade the heating and air equipment at the library. That will leave \$26,000 in SPLOST funds available for new carpet and improvements to the children's area. The children's area improvements proposed are to create a more inviting entrance area and upgrade the displays. Lavonia will have \$24800 in SPLOST funds remaining after the cost of the parking area. This money may also be used to improve the children's area at Lavonia. Both libraries need to install new fire extinguishers and emergency lights. Ms. Vivian Young was introduced by Mr. Mathis as the new board member appointed by the county commission. We did not receive funds from the Michell-Allen foundation but were encouraged to contact them again later in the year.

New Business: A change in the terms of board members in the library constitution was proposed as follows: **Terms of office shall be for three years and no member may be appointed to serve more than three consecutive terms without the lapse of one year, with the starting and ending dates corresponding to the state's fiscal year. Terms shall be staggered so that only one third of the members expire in one year. Members may be elected to a term of one or two years if adjustment is needed to meet the requirement of only one third of the member's terms expiring in one year.** Mr. Slaton moved to adopt the changes and Ms. Shoemaker seconded. The motion passed unanimously. Tentatively, pending a July confirmation, members agreed to the following term extensions; Mr. Ginn, 2 years, Ms. Gothard, 1 year, Ms. Shoemaker, 3 years, Mr. Slaton, 3 years, and Mr. Mathis, 1 year. There is a regional member position open. Ms. Shoemaker was nominated for chairperson, Mr. Mathis for vice-chairman, and Ms. Gothard to continue as secretary. Mr. Slaton moved to close nominations, Ms. Gothard seconded, motion passed. Elections will be held at the July meeting.

approved
10-9-06

The next meeting of the Franklin County Library Board is scheduled for 10:00 am Monday October 9th in the meeting room of the Lavonia library. The proposed agenda is: to be announced

Minutes of the Franklin County Library Board Regular quarterly meeting of July 15th, 2006

In attendance: Ms. Ashworth, Mr. Ginn, Ms. Gothard, Mr. Mathis, Mr. Miller, Ms. Shoemaker, and Ms. Sorrow. Ms. Atwood represented the Regional system, and Ms. Chitwood and Ms. LeCroy represented the branch libraries. There are two new members on the Board. Rachel Sorrow replaces Mazelle Andrews from Franklin Springs, and Wayne Miller rejoins the board, replacing Ruth Parten, as a representative from the County Commission.

Ms. Shoemaker moved, and Ms. Ashworth 2nded to accept the minutes of the April meeting. The motion passed and the proposed agenda was also approved.

Director's report: Financial report; The Board of Education has increased it's contribution by \$3000. Fines and Fees continue to be ahead of projection. The proposed budget for the fiscal year contains a 10% increase for staff salaries. The last salary increase was in 2005. Mr. Miller moved and Ms. Shoemaker 2nded a motion to approve the proposed budget. Motion carried. The "Buck for Books" program yielded a 2 mil increase, which produces 0.18 per capita, for a total of 0.53 percapita.

All of the system libraries will be closed Labor Day weekend the 2nd through 4th of Sept. to install a new software system to replace PINES. Personnel will be trained in the use of the system, called Evergreen, by that time. Rosie and Emma attended training in Clarksville. The bookmobile died and was replaced with a van, which will carry out day-care homebound and nursing home visits.

Branch reports: Royston; The Teenwork program was very helpful, assisting with reshelving, the reading program, etc. The Royston Friends have arranged for a sign to promote library programs, which was preapproved by the Board. Story time has been a success. There is a part time position open in Royston. Planning is ongoing for the children's area renovation.

Lavonia; The summer programs were well attended. A new A/C unit has been installed in the meeting room. A sign is needed for the parking lot.

Old Business: Ms. Ashworth put forward and Ms. Shoemaker 2nded a motion to elect new officers. The motion carried. The new officers are: Chairperson; Rita Shoemaker, Vice Chair; Logan Mathis, Secretary; Priscilla Gothard. Lavonia has a balance of \$24,802. in SPLOST funding, and Royston has a balance of \$25,810 committed to new carpet and improving children's section. Ms. Lecroy is working on a plan for improvements within the library and for the Lavonia children's area.

New Business: Wayne Miller has agreed to act as a representative from the county to the regional library board, taking the place of Ruth Parten. Carnesville has generously agreed to increase their contribution to the libraries.

The next meeting will be Oct. 9th in Lavonia.

The next meeting of the Franklin County Library Board is scheduled for 10:00 am
Monday, January 8th in the McConnel room of the Royston library.

*Approved
as corrected
1-8-07*

Minutes of the Franklin County Library Board Regular quarterly meeting of October 9th 2006

In attendance: Ms. Cochran, Ms. Gothard, Mr. Mathis, Ms. Shoemaker, Ms. Sorrow, and Ms. Young. Ms. Ames and Ms. Atwood represented the regional system and Ms. Chitwood and Ms. LeCroy represented the branch libraries.

Meeting called to order at 10:02. Karen Wheat, an interior designer, has a presentation about the SPLOST funded upgrades for the libraries. The Royston children's area will cost approximately \$22606 with the carpet and paint yet to be bid. Design features include a tree arch entrance, clouds on the ceiling, carpet with an inset leaf pattern and window tint. Placing carpet under the stacks allows them to be moved and avoids the problem of the edges but increases the cost of installation. To save cost it is possible to cut to the general and children's stacks. A computer counter in the children's area is a high value future item. The new carpet will coordinate with the existing furniture. Karen will oversee the installations. In Lavonia the costs are fixed by state contract. A red patterned carpet for an area rug, a toy box and stack ends with a pattern similar to the carpet, are planned for the children's area. It is more cost effective to get two area rugs and either hold one back or use it in another area. Other features are to pull the shelves back from the side windows in the juvenile area and additional computer desks at the sides of the entrance.

Ms. Gothard proposed and Mr. Mathis 2nded sending a proposal for the building changes to the Lavonia city Council, motion approved. Ms. Cochran proposed and Ms. Gothard 2nded sending a proposal regarding the changes to the Royston library to the Royston city council, motion carried. Ms. Gothard proposed and Ms. Young 2nded approval of the July minutes, motion carried.

Ms. Ames presented the financial report. We need to request more funding from Lavonia; we budgeted \$1139 as an increase, which because of the difference in fiscal year needs to be requested now. Both libraries have gift accounts in excess of \$3000, which is tremendous. The city of Canon is once again funding the library (Thanks Ms. Cochran) The Evergreen system can't produce reports yet, but when it can we can use the data as PR. The regional system is planning to hire an outreach person to man the bookmobile van.

Lavonia report: The Fun Run and book sale yielded about \$2500 (Fun Run) \$2500. Patrons are preferring the faster HP computers. There is a need to update the older equipment as Evergreen bogs them down badly.

Royston report: The vacation reading program went well. There is an after school program on Nov 11. The Friends have agreed to clean the carpet in the McConnel room. The exterior sign should be ready soon. The city of Royston wants to put in a monitoring well to look for petroleum leakage at the front of the building by the road. The library roof was leaking and was repaired by the city. The statement was made that SPLOST money should be spent at the libraries discretion. The Royston city manager wants the library to propose it's own budget and get it's own repair bids and present them to the city. Ms. Ames stated that there could be construction and repair funding by 2008 and we should ask political candidates to push for it.

11:43 adjourn